

Defense Contract Management Agency



**Affirmative Employment Program
Plan for People with Disabilities
Multi-Year Plan for Fiscal Years
2001 - 2005**

AFFIRMATIVE EMPLOYMENT PROGRAM FOR PEOPLE WITH DISABILITIES
MULTIYEAR AFFIRMATIVE EMPLOYMENT PROGRAM PLAN
PLAN UPDATE FOR FISCAL YEAR (FY) 2001

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AFFIRMATIVE EMPLOYMENT PROGRAM FOR PEOPLE WITH DISABILITIES

MULTIYEAR AFFIRMATIVE EMPLOYMENT PROGRAM PLAN

PLAN UPDATE FOR FISCAL YEAR 2001

EXECUTIVE SUMMARY

The Defense Contract Management Agency (DCMA) formerly known as the Defense Contract Management Command, a component of the Defense Logistics Agency, was established on March 27, 2000, as a Department of Defense (DoD) Agency (see attachment 1, Deputy Secretary of Defense Memorandum, Establishment of the Defense Contract Management Agency, March, 27 2000; and attachment 2, DCMA General Order No. 01-00, March 31, 2000).

DCMA is under the general direction and authority of the Under Secretary of Defense (Acquisition, Technology and Logistics). As the contract manager for DoD, DCMA supervises and administers contracts with thousands of suppliers who deliver goods and services to the military each year. DCMA is also chartered to streamline and standardize the contracting process. DCMA is headquartered at Metro Park Center, in Alexandria, Virginia, and is organized into three Districts – East, West, and International – that oversee 67 Contract Management Offices responsible for the work performed at over 900 operating locations worldwide.

DCMA strongly supports and is committed to accomplishing the objectives of the Agency's Equal Employment Opportunity (EEO) and Affirmative Employment Programs (AEP). The Agency will use its AEP Plan for People with Disabilities (PWD) as a driving force behind efforts to achieve our ultimate EEO objective of a diverse workforce, free of discriminatory acts and/or practices. We are further committed to allocating the necessary resources to ensure that EEO responsibilities are accomplished in an acceptable manner, to include the appointment of Special Emphasis Program (SEP) Managers and other supporting personnel and/or groups. Organization charts for the Agency and EEO staff, as well as a listing of Agency PWD Program contacts are included in this Plan.

The statistical analyses on the status of the PWD Program were conducted using baseline data for the end of FY 00. The analyses revealed the DCMA workforce stood at approximately 12,128 employees. The representation of people with disabilities stood at 7.7 percent. The representation of people with targeted disabilities (TD) (severe) stood at 1.5 percent. The DoD-wide goal for people with TD is 2.0 percent. While we were below the DoD goal, we remain well above the DoD and Government-wide levels in this area of 1.17 and 1.16, respectively.

This plan places stronger emphasis on attracting and retaining PWD through more aggressive outreach and recruiting efforts; awareness training for supervisors/managers; and the vigorous pursuit of achieving and surpassing DoD and DCMA goals and objectives.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR PEOPLE WITH DISABILITIES

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EXECUTIVE SUMMARY – PAGE 2

The new Presidential hiring initiative for PWD (see Executive Order (E.O.) 13163, dated July 26, 2000, attachment 3), the Workforce Recruitment Program for College Students with Disabilities (WRPCSD), and the Agency's Keystone Program, among others, will be used as viable recruitment sources during the life of this plan.

During FY 2000, DCMA hired six college students for the summer through the WRPCSD. Our goal is to double that number in FY 01. Greater emphasis will be placed on hiring more students and retaining as many of them in permanent positions as possible in FY 01.

The Agency has developed its plan for employment of people with disabilities in response to E.O. 13163 (see attachment 4). The DoD has directed DCMA to hire 660 qualified individuals with disabilities over the next 5 years. Results of Agency hiring efforts will be included in future plan updates. DCMA is also in the process of developing its plan for implementing the new standards for Federal Electronic and Information Technology Accessibility in compliance with Section 508 of the Rehabilitation Act of 1973, as amended.

An Agency-wide Plan of Action has been established for the DCMA PWD Program for FY 01 (see attachment 5). Initiatives and Noteworthy Accomplishments by DCMA Districts have also been incorporated in this AEP Plan. Their significant accomplishments will also be the source of the Agency's success in improving the representation and quality of work life for employees with disabilities in the workforce.

Attachments



THE DEPUTY SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301

MAR 27 2000

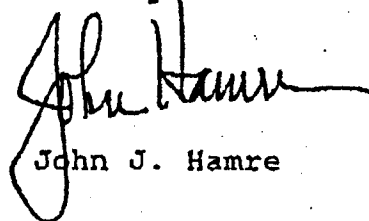
MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Establishment of the Defense Contract Management Agency

Effective immediately, the Defense Contract Management Command (DCMC) is established as the Defense Contract Management Agency (DCMA), a Defense Agency, under the authority, direction, and control of the Under Secretary of Defense (Acquisition, Technology, and Logistics) (USD(AT&L)). Additionally, DCMA will be designated as a Combat Support Agency, subject to the requirements of section 193, title 10, U.S.C.

It shall consist of all personnel and resources of the former DCMC, including 12,539 full time equivalents (FTEs) for FY00 which are hereby transferred to it from the Defense Logistics Agency. This reflects FTE reductions in Management Headquarters shown on the attached chart. The establishment of DCMA as a Defense Agency, with these reductions in FTEs, will reduce the personnel requirements of the Department.

The Director, Administration and Management, in coordination with the USD(AT&L), shall develop and revise those issuances to reflect these changes in the DoD Directive System.


John J. Hamre

Attachment:
As stated

U03794 /00

FTE REDUCTIONS CREATED BY DCMA ESTABLISHMENT FY2000/01

DLA: Current Management Headquarters Structure - FY2000/01

	FY00	FY01
DLA Corporate	343	327
Logistics Operations (DLSC)	295	279
Contract Mgmt Operations (DCMC)	<u>118</u>	<u>118</u>
TOTAL	756	724

DLA/DCMA: Post realignment

	FY00	FY01
DLA (Corp Share + DLSC Log Ops)	584	544
DCMA (Corp Share + DCMC CM Ops)	157	151
REVISED TOTAL	741	695

Resulting overall reductions in FTEs FY00/01:

DLA:	23 FTEs
DCMC/DCMA:	6 FTEs



DEFENSE CONTRACT MANAGEMENT AGENCY
8725 JOHN J. KINGMAN ROAD, SUITE 4539
FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO

DCMA-D

MAR 31 2000

GENERAL ORDER
No. 01-00

- I. Authority: Deputy Secretary of Defense memorandum, dated March 27, 2000, "Establishment of the Defense Contract Management Agency."
- II. Pursuant to cited authority, worldwide contract administration services (CAS) as specified in Federal Acquisition Regulation (FAR), Part 42, and Department of Defense Federal Acquisition Regulation Supplement (DFARS), Part 242, in support of DOD components, NASA, and other designated Federal and State agencies, foreign governments, and international organizations are performed by the Defense Contract Management Agency (DCMA). DCMA performs this mission under the authority, direction and control of the Under Secretary of Defense (Acquisition, Technology and Logistics). The Agency consists of DCMA headquarters, the Defense Contract Management Districts, Contract Administration Offices (CAOs), and DCMA Centers.
- III. Headquarters DCMA is organized as follows:
 - A. **Office of the Director (D)**
Director, Defense Contract Management Agency
 - B. **Office of the Deputy Director (DD)**
Deputy Director, Defense Contract Management Agency
 - C. **Office of Reserve Affairs (DR)**
Reserve MA to the Director
 - D. **Special Staff (DS)**
Chief of Special Staff
 1. **Command Support Office**
Staff Director, Command Support
 2. **Public and Government Relations Office**
Staff Director, Public and Government Relations
 3. **East Assessment Office**
Staff Director, East Assessment
 4. **West Assessment Office**
Staff Director, West Assessment
 5. **Procurement Management Review Office**
Staff Director, Procurement Management Review
 6. **Internal Review Office**
Staff Director, Internal Review

- E. Office of General Counsel (GC)**
General Counsel
- F. Office of Small and Disadvantaged Business (SB)**
Director, Small and Disadvantaged Business
- G. Special Programs (SP)**
Director, Special Programs
- H. Contract Management Operations Directorate (OC).**
Executive Director, Contract Management Operations
Deputy Executive Director, Contract Management Operations
 - 1. Contract Business Operations Division (OCB)**
Director, Contract Business Operations
 - 2. Contract Technical Operations Division (OCT)**
Director, Contract Technical Operations
 - 3. Supplier Operations Division (OCS)**
Director, Supplier Operations
 - 4. Defense Acquisition Regulations (DAR) Council (OCD)**
Director, Defense Acquisition Regulations (DAR) Council
- I. Financial and Business Operations Directorate (FB)**
Executive Director, Financial & Business Operations
Deputy Executive Director, Financial & Business Operations
 - 1. Financial Operations Division (FBF)**
Director, Financial Operations
 - a. International and Federal Business Team (FBFR)**
Chief, International and Federal Business
 - b. Budget Team (FBFB)**
Chief, Budget
 - 2. Strategic Planning, Programming & Analysis Division (FBP)**
Director, Strategic Planning, Programming & Analysis
 - 3. Organization & Administration Division (FBO)**
Director, Organization & Administration
- J. Program Integration Directorate (PI)**
Executive Director, Program Integration
 - 1. Major Program Support Division (PIM)**
Director, Major Program Support
 - 2. Acquisition Planning and Privatization Division (PIA)**
Director, Acquisition Planning and Privatization
- K. Human Resources Directorate (HR)**
Executive Director, Human Resources
 - 1. Civilian Personnel Division (HRC)**
Director, Civilian Personnel
 - 2. Military Personnel Division (HRM)**
Director, Military Personnel
 - 3. Workforce Development Division (HRW)**
Director, Workforce Development

- L. Information Technology Directorate (IT)**
 - Executive Director, Information Technology
 - 1. Architecture/Infrastructure Division (ITI)**
 - Director, Architecture/Infrastructure
 - 2. Software Acquisition Division (ITA)**
 - Director, Software Acquisition
 - 3. Information Technology Program Management Division (ITP)**
 - Director, Information Technology Program Management
- M. Aircraft Operations Directorate (AO)**
 - Executive Director, Aircraft Operations
- N. Standard Procurement System Directorate (XX)**
 - Program Executive Officer, Standard Procurement System

IV. Headquarters Defense Contract Management District East (DCMDE) is organized as follows:

- A. Office of the Commander (C)**
 - Commander, DCMDE
- B. Office of the Deputy Commander (CC)**
 - Deputy Commander, DCMDE
- C. Special Staff (CS)**
 - Director, Special Staff
 - 1. Command Security Office**
 - Chief, Command Security
 - 2. Public Relations Office**
 - Chief, Public Relations
 - 3. Equal Employment Opportunity Office**
 - Chief, Equal Employment Opportunity
 - 4. Internal Review Office**
 - Chief, Internal Review
- D. Office of General Counsel (GC)**
 - General Counsel
- E. Office of Small Business (SB)**
 - Director, Small Business
- F. Human Resources Directorate (HR)**
 - Director, Human Resources
 - 1. Civilian Personnel Division (HRC)**
 - Chief, Civilian Personnel
 - 2. Military Personnel Division (HRM)**
 - Chief, Military Personnel
 - 3. Workforce Development Division (HRW)**
 - Chief, Workforce Development
- G. Information Technology Directorate (IT)**
 - Director, Information Technology
 - 1. Information Assurance Office (ITK)**

- Chief, Information Assurance
- 2. **Telecom Division (ITT)**
Chief, Telecom
- 3. **Field Service Division (ITS)**
Chief, Field Service
- 4. **ADP Operations Division (ITO)**
Chief, ADP Operations
- H. **Aircraft Operations Directorate (AO)**
Director, Aircraft Operations
- I. **Contract Operations Directorate (OC)**
Director, Contract Operations
 - 1. **Contract Business Operations Division (OCB)**
Chief, Contract Business Operations
 - 2. **Contract Technical Operations Division (OCT)**
Chief, Contract Technical Operations
 - 3. **Supplier Operations Division (OCS)**
Chief, Supplier Operations
 - 4. **Field Support Division (OCF)**
Chief, Field Support
- J. **Program Integration Directorate (PI)**
Director, Program Integration
- K. **Financial & Business Operations Directorate (FB)**
Director, Financial & Business Operations
 - 1. **Financial Operations Division (FBF)**
Chief, Financial Operations
 - a. **Budget Team (FBFB)**
Chief, Budget
 - b. **Financial Liaison Team (FBFL)**
Chief, Financial Liaison
 - 2. **Business Planning & Analysis Division (FBP)**
Chief, Business Planning & Analysis
 - 3. **Organization & Administration Division (FBO)**
Chief, Organization & Administration

V. Headquarters Defense Contract Management District West (DCMDW) is organized as follows:

- A. **Office of the Commander (C)**
Commander, DCMDW
- B. **Office of the Deputy Commander (CC)**
Deputy Commander, DCMDW
- C. **Special Staff (CS)**
Director, Special Staff
 - 1. **Command Security Office**
Chief, Command Security
 - 2. **Public Relations Office**

- Chief, Public Relations
- 3. **Equal Employment Opportunity Office**
Chief, Equal Employment Opportunity
- 4. **Internal Review Office**
Chief, Internal Review
- D. **Office of General Counsel (GC)**
General Counsel
- E. **Office of Small Business (SB)**
Director, Small Business
- F. **Human Resources Directorate (HR)**
Director, Human Resources
 - 1. **Civilian Personnel Division (HRC)**
Chief, Civilian Personnel
 - 2. **Military Personnel Division (HRM)**
Chief, Military Personnel
 - 3. **Workforce Development Division (HRW)**
Chief, Workforce Development
- G. **Information Technology Directorate (IT)**
Director, Information Technology
 - 1. **Information Assurance Office (ITK)**
Chief, Information Assurance
 - 2. **Technical Requirements & Design Division (ITD)**
Chief, Technical Requirements & Design
 - 3. **Field Service Division (ITS)**
Chief, Field Service
 - 4. **ADP Operations Division (ITO)**
Chief, ADP Operations
- H. **Aircraft Operations Directorate (AO)**
Director, Aircraft Operations
- I. **Contract Operations Directorate (OC)**
Director, Contract Operations
 - 1. **Contract Business Operations Division (OCB)**
Chief, Contract Business Operations
 - 2. **Contract Technical Operations Division (OCT)**
Chief, Contract Technical Operations
 - 3. **Supplier Operations Division (OCS)**
Chief, Supplier Operations
 - 4. **Field Support Division (OCF)**
Chief, Field Support
- J. **Program Integration Directorate (PI)**
Director, Program Integration
- K. **Financial & Business Operations Directorate (FB)**
Director, Financial & Business Operations
 - 1. **Financial Operations Division (FBF)**
Chief, Financial Operations
 - a. **Budget Team (FBFB)**

- Chief, Budget
- b. Financial Liaison Team (FBFL)**
Chief, Financial Liaison
- 2. Business Planning & Analysis Division (FBP)**
Chief, Business Planning & Analysis
- 3. Organization & Administration Division (FBO)**
Chief, Organization & Administration

VI. Headquarters Defense Contract Management District International (DCMDI) is organized as follows:

- A. Office of the Commander (C)**
Commander, DCMDI
- B. Office of Deputy Commander (CC)**
Deputy Commander, DCMDI
- C. Special Staff (CS)**
Director, Special Staff
- D. Office of General Counsel (GC)**
General Counsel
- E. Aircraft Operations Directorate (AO)**
Director, Aircraft Operations
- F. Contract Operations Directorate (OC)**
Director, Contract Operations
 - 1. Contract Business Operation Division (OCB)**
Chief, Contract Business Operations
 - 2. Contract Technical Operations Division (OCT)**
Chief, Contract Technical Operations
 - 3. Supplier Operations Division (OCS)**
Chief, Supplier Operations
 - 4. Field Support Division (OCF)**
Chief, Field Support
- G. Program Integration Directorate (PI)**
Director, Program Integration
- H. Financial & Business Operations Directorate (FB)**
Director, Financial & Business Operations

VII. DCMA Centers (DCMAC)

- A. DCMA Business Support Unit (DCMAC-A) (assigned to DCMA-FBO)**
Director, DCMA Business Support Unit
- B. DCMA Earned Value Management Center (DCMAC-C) (assigned to DCMA-OCS)**
Director, DCMA Earned Value Management
- C. DCMA Contract Insurance Pension Center (DCMAC-E) (assigned to DCMA-OCB)**

- Director, DCMA Contract Insurance Pension
- D. **DCMA Business Information Center (DCMAC-F) (assigned to DCMA-FBP)**
Director, DCMA Business Information
- E. **DCMA Software Center (DCMAC-G) (assigned to DCMA-OCT)**
Director, DCMA Software
- F. **DCMA Civil Military Integration Center (DCMAC-H) (assigned to DCMA-OCS)**
Director, DCMA Civil Military Integration
- G. **DCMA Personnel Development Center (DCMAC-I) (assigned to DCMA-HRW)**
Director, DCMA Personnel Development
- H. **DCMA Paperless Contracting Center (DCMAC-J) (assigned to DCMA-IT)**
Director, DCMA Paperless Contracting
- I. **DCMA Integrated Technology Center (DCMAC-K) (assigned to DCMA-IT)**
Director, DCMA Integrated Technology
- J. **DCMA Special Projects Center (DCMAC-L) (assigned to DCMA-FB)**
Director, DCMA Special Projects
- K. **DCMA MOCAS Transition Assistance Center (DCMAC-M) (assigned to DCMA-OCB)**
Director, DCMA MOCAS Transition Assistance
- L. **DCMA Overhaul, Modification, Maintenance & Repair (OMMR) Center (DCMAC-O) (assigned to DCMA-PIA)**
Director, DCMA OMMR
- M. **DCMA Customer Liaison Center (DCMAC-P) (assigned to DCMA-PIM)**
Director, DCMA Customer Liaison
- N. **DCMA Industrial Analysis Center (DCMAC-S) (assigned to DCMA-PIA)**
Director, DCMA Industrial Analysis
- O. **DCMA Contingency Operations Center (DCMAC-T) (assigned to DCMA-FBP)**
Director, DCMA Contingency Operations
- P. **DCMA Military Personnel Center (DCMAC-U) (assigned to DCMA-HRM)**
Director, DCMA Military Personnel
- Q. **DCMA Technology Assessment Center (DCMAC-V) (assigned to DCMA-OC)**
Director, DCMA Technology Assessment
- R. **DCMA Litigation Center (DCMAC-Z) (assigned to DCMA-GC)**
Director, DCMA Litigation



Title 3—

The President

Executive Order 13163 of July 26, 2000

Increasing the Opportunity for Individuals With Disabilities To Be Employed in the Federal Government

By the authority vested in me as President by the Constitution and the laws of the United States of America, and in order to promote an increase in the opportunities for individuals with disabilities to be employed at all levels and occupations of the Federal Government, and to support the goals articulated in section 501 of the Rehabilitation Act of 1973 (29 U.S.C. 791), it is hereby ordered as follows:

Section 1. Increasing the Federal Employment Opportunities for Individuals with Disabilities. (a) Recent evidence demonstrates that, throughout the United States, qualified persons with disabilities have been refused employment despite their availability and qualifications, and many qualified persons with disabilities are never made aware of available employment opportunities. Evidence also suggests that increased efforts at outreach, and increased understanding of the reasonable accommodations available for persons with disabilities, will permit persons with disabilities to compete for employment on a more level playing field.

(b) Based on current hiring patterns and anticipated increases from expanded outreach efforts and appropriate accommodations, the Federal Government, over the next 5 years, will be able to hire 100,000 qualified individuals with disabilities. In furtherance of such efforts, Federal agencies shall:

- (1) Use available hiring authorities, consistent with statutes, regulations, and prior Executive orders and Presidential Memoranda;
- (2) Expand their outreach efforts, using both traditional and nontraditional methods; and
- (3) Increase their efforts to accommodate individuals with disabilities.

(c) As a model employer, the Federal Government will take the lead in educating the public about employment opportunities available for individuals with disabilities.

(d) This order does not require agencies to create new positions or to change existing qualification standards for any position.

Sec. 2. Implementation. Each Federal agency shall prepare a plan to increase the opportunities for individuals with disabilities to be employed in the agency. Each agency shall submit that plan to the Office of Personnel Management within 60 days from the date of this order.

Sec. 3. Authority to Develop Guidance. The Office of Personnel Management shall develop guidance on the provisions of this order to increase the opportunities for individuals with disabilities employed in the Federal Government.

Sec. 4. Judicial Review. This order is intended only to improve the internal management of the executive branch and does not create any right or benefit, substantive or procedural, enforceable at law or equity by a party against the United States, its agencies, its officers, its employees, or any person.

William Clinton

THE WHITE HOUSE,
July 26, 2000.



FORCE MANAGEMENT
POLICY

SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, DC 20301-4000



OCT 11 2000

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF DoD FIELD ACTIVITIES
COMMANDER, ARMY AND AIR FORCE EXCHANGE SERVICE
CHIEF, NATIONAL GUARD BUREAU

SUBJECT: DoD Plan to Hire 32,000 People with Disabilities

On July 26, the 10th anniversary of the Americans with Disabilities Act, the President issued Executive Order 13163 to focus attention on the need to hire and advance individuals with disabilities at all levels and in all occupations in the Federal workforce. The order predicts that the Federal government will have the opportunity to hire 100,000 individuals with disabilities over the next five years. I embrace this Presidential initiative and commit this Department to a DoD-wide effort to hire 32,000 individuals with disabilities by September 30, 2005.

The President called upon agencies to submit five-year implementation plans to the Office of Personnel Management within 60 days of the issuance of the Executive Order. The DoD plan incorporates the plans of the military departments and defense agencies, and I thank each of you for your timely input.

The Department has the flexibility to expand opportunities to individuals with disabilities by eliminating the employment barriers that candidates with disabilities typically encounter. To assess our progress towards our stated objectives, periodic reporting requirements will be established. Further guidelines regarding these requirements will be provided by separate memorandum. Equal Opportunity and Human Resource/Civilian Personnel staffs are working together on this initiative.

To ensure that we accomplish our plans and meet our hiring goals, I ask that each of you redouble your efforts to eliminate barriers to the hiring and advancement of qualified individuals with disabilities and to increase their opportunities for employment and advancement. I ask that you make special efforts to provide opportunities to those qualified individuals with the severe disabilities targeted for emphasis in our affirmative action programs. We anticipate increased hiring during the next five years. I urge each of you to take advantage of the talents of individuals with disabilities by using the full range of recruitment tools and hiring authorities available.

William S. Cohen
Secretary of Defense

**THE DEFENSE CONTRACT MANAGEMENT
AGENCY**

**PLAN FOR EMPLOYMENT
OF
PEOPLE WITH DISABILITIES**

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INTRODUCTION

On July 26, 2000, President Clinton signed Executive Order 13163, Increasing the Opportunity for Individuals With Disabilities To Be Employed in the Federal Government. It establishes an initiative to hire 100,000 disabled employees Government-wide over a 5-year period. In support of this effort, the Defense Contract Management Agency (DCMA) has developed a Plan that addresses this initiative in the areas of recruitment, student employment, career development, accommodation, and evaluation.

ABOUT THE AGENCY

The Defense Contract Management Agency (DCMA), headquartered at Ft. Belvoir, Virginia, is responsible for ensuring acquisition programs, supplies and services are delivered on time, within cost, and meet performance requirements. The agency is organizationally structured into three Districts that oversee 67 Contract Management Offices (CMO) responsible for work performed at more than 900 operating locations around the world. DCMA employs over 12,000 civilian and military professionals to perform its mission.

Human Resources "front room" services are provided by Customer Service Units located at the Defense Contract Management District West (DCMDW) and the Defense Contract Management District East (DCMDE) Headquarters offices. Human Resources "back room" services are provided by the Defense Logistics Agency (DLA) Human Resources Operations Center (HROC).

RECRUITMENT AND PLACEMENT

DCMA has a workforce consisting primarily of acquisition positions in support of our Contract Management mission. Because of this, the Defense Acquisition Workforce Improvement Act (DAWIA) places certain requirements on our positions. In addition, due to the nature of the work being performed, frequently there are more than the normal physical requirements required by the positions. Because of this, depending on the type of position or location of the work being performed, opportunities for employing people with severe disabilities is sometimes limited. However, DCMA is committed to attracting and retaining a workforce that includes qualified people with disabilities. Appendix A identifies the types of positions by series and grades that DCMA plans to fill by employing people with disabilities over the next 5 years.

Recent DCMA studies have shown that our workforce is aging and that there is a need to prepare for the impact of attrition. As a result, DCMA has initiated an aggressive entry level recruitment program. Part of this effort includes a cadre of DCMA employees and Human Resources personnel who serve as recruiters in the local field areas across the agency. These recruiters visit local colleges, universities, state employment offices and local community organizations at various times throughout the year. These efforts establish ongoing relationships with sources for attracting qualified candidates from all sources, to include people with disabilities, for positions at the local level. As part of this, the recruiters attend job fairs and other local activities. Examples of planned visits are at Appendix B.

Other sources being used across DCMA to attract people with disabilities for employment in our agency include the following:

- Contact State Vocational Rehabilitation Agencies (SRVA) in all states where DCMA activities are located.
- Contact Departments of Special Education in Boston, New York, Atlanta, Los Angeles, Chicago, Dallas and other major metropolitan areas
- Contact college offices for students with disabilities
- Contact Regional Job Centers and work with public and private disability centers and organizations.
- Contact local high schools, for example, the STRIVE School-to-Career Program (employment of students with disabilities from Boston Public Schools)
- Participate in Americans with Disabilities Act Job Fairs, for example, the October 20/21, 2000 fair at the Bayside Exposition Center, Boston, MA
- Applicant supply file of persons with disabilities will be maintained at DCMA Human Resources Customer Service Units
- Contact Project Able Beneficiaries' Link to Employers (ABLE) applicants
- Maintain contact with Department of Veterans Affairs to recruit disabled veterans
- Utilize Workforce Recruitment Program for College Students with Disabilities (WRP)

EMPLOYMENT OPPORTUNITIES FOR STUDENTS

DCMA is utilizing similar methods to those identified under recruitment and placement in our efforts to attract students with disabilities for employment in our agency. We are providing opportunities for students with disabilities to participate in internship and student employment programs by utilizing the Workforce Recruitment Program (WRP) for College Students with Disabilities. This program is being promoted to managers and utilized by the Human Resources offices to employ disabled students. Other sources being used include State Rehabilitation Departments and Agencies, the Job Accommodation Network (JAN), the HACU Intern Program, and the INROADS program.

CAREER DEVELOPMENT

DCMA is giving full consideration to disabled employees for inclusion in developmental opportunities designed to enhance leadership skills and to advance careers. For disabled employees hired under our intern program, we have established a formal program for development and career advancement. We are ensuring that each disabled intern has an Individual Development Plan (IDP) and monitoring progress on a regular basis. We are providing mentoring and guidance as interns advance to higher levels. We are providing formal training opportunities from various sources such as structured on-the-job-training, cross-training and rotational assignments.

Disabled employees are being made aware of and have an equal opportunity to compete for managerial positions and other career development opportunities, including the Senior Executive Service. DCMA gives full consideration to disabled employees for inclusion in all developmental opportunities that will permit them to progress to advanced levels in the agency. We continue to provide opportunities for disabled employees in training courses, seminars, and upward mobility programs. Disabled employees gain experience and knowledge through both formal and on-the-job training that will enhance their career development and help prepare them for increasingly responsible positions.

MONITORING AND EVALUATING PROGRESS

DCMA regularly monitors workforce data, especially elements concerning workforce composition, as set out in Equal Employment Opportunity Commission (EEOC) Management Directives. Periodic surveying of the workforce, and evaluating the resulting data to determine progress, is being used as a tool to enable managers to achieve their goals.

DMCA uses metrics throughout the agency to monitor and evaluate progress in all areas. As part of our efforts to ensure that employment of people with disabilities is being utilized, we are developing metrics for incorporation into the agency performance plan. These metrics will allow us to monitor our progress on a quarterly basis as we continue to focus on methods of attracting and retaining people with disabilities in the workforce.

REASONABLE ACCOMMODATION

DCMA is providing reasonable accommodations for qualified applicants and employees with disabilities, consistent with guidance from the EEOC. We make use of the Department of Defense Computer Electronics Accommodations Program (CAP). The CAP provides, at no cost, adaptive equipment that gives disabled employees access to computer systems and telecommunications equipment.

We are also using a variety of approaches to ensure that employees that have difficulty in any part of the work setting because of their disability are reasonably accommodated. This includes assigning designated parking spaces, modifying work areas and providing CAP and other equipment to address their requirements.

We are ensuring that job opportunity announcements (JOAs) are written to attract persons with disabilities and that all JOAs clearly reflect our commitment to reasonable accommodation. We are reminding front-line supervisors of their duties and responsibilities for responding to reasonable accommodation requests from subordinate employees. We are informing employees of points of contact for information about reasonable accommodation and considering alternative work schedules for those employees who could benefit by working schedules conducive to their disabilities.

APPENDIX A

OCCUPATIONAL SERIES FOR RECRUITMENT FY 2001 – 2005

Pay Plan	Number of Positions		Occupational Title	FY01	FY02	FY03	FY04	FY05
	Series	Grade						
GS	OO18	5/ 7	Safety & Occupational Health Spec		1		1	
GS	OO18	12	Safety & Occupational Health Spec		1			1
GS	O2xx	11/12	Human Resource Specialist		1		1	
GS	O3xx*	1 to 4	Office Automation/Clerk	38	36	35	35	36
GS	O3xx	5/6/7	Administrative Assistant	2		1		1
GS	O318	4/5/6	Secretary	4	4	4	4	4
GS	O334	5/ 7	Computer Specialist	1		1		1
GS	O334	11 to 13	Computer Specialist	3	4	3	3	4
GS	O343	11	Management/Program Analyst	1	1		1	
GS	O344	5/6	Management Assistant	2	2	2	2	2
GS	O525	5/7	Accounting Technician		1		1	
GS	O5xx	11/12	Accountant/Auditor				1	
GS	O8xx	5/7	Engineer	1	2	1	2	1
GS	O801	12	Engineer	4	3	5	1	2
GS	854	12	Computer Engineer	2	2	2	2	2
GS	855	12	Electronics Engineer	2	2	2	2	2
GS	861	12	Aerospace Engineer	1	1	1	1	1
GS	896	12	Industrial Engineer	1	1	1	1	1
GS	O099*	3/4/5	Student Educational Career Program	6	7	8	9	9
GS	1102	5/7	Contract Specialist	5	5	5	5	5
GS	1102	11	Contract Specialist/Administrator	11	12	12	12	11
GS	1102	12	Contract Specialist/Administrator	2	3	3	4	3
GS	1103	5 or 7	Industrial Property Mgmt Spec	1		1	1	
GS	1103	11	Industrial Property Mgmt Spec	1	2	1	2	2
GS	1106	4/5/6	Procurement Technician	6	6	6	6	6
GS	1150	5 or 7	Industrial Specialist	5	5	5	5	5
GS	1150	11/12	Industrial Specialist	7	6	7	6	7
GS	1910	5/7	Quality Assurance Specialist	5	5	5	5	5
GS	1910	11/12	Quality Assurance Specialist	13	12	13	12	13
TOTAL:				124	125	124	125	124

* These positions will be filled using the Student Career Experience Program and the Student Temporary Employment Program.

APPENDIX B

ENTRY LEVEL RECRUITMENT SCHEDULE FOR FY 01

<u>LOCATION</u>	<u>DATE</u>
University of Northern Colorado	Oct
Pikes Peak Community College	Oct
Metropolitan State	Nov
Regis University	Nov
Metro State Employer Forum	Nov
University of Alabama	Oct
Texas Christian University	Oct
Jefferson State College	Nov
Alabama A&M	Oct
University of Alabama - Birmingham	TBD
Old Dominion University, Norfolk, VA	Oct
Christopher Newport University Newport News, VA	Nov
Virginia State University, Petersburg, VA	Oct
Norfolk State University, Norfolk, VA	Oct
St. Joseph's University	Oct
LaSalle University	Nov
Philadelphia University	Oct
Cal State, Long Beach	Oct
Cal State, Los Angeles	Oct
Cal State, Pomona	Oct
Colorado State University	Jan
University of Northern Colorado	Feb
Colorado University - Denver (Engineering)	Feb
Adams State College	Feb
Colorado University - Denver (Business)	March
Pueblo Community College	April
Sacramento	April
San Francisco	March
University of Dallas	TBD
University of North Texas	TBD
University of Texas - Tyler	TBD
Athens State Huntsville, AL	Feb
Gallaudet	TBD

**DEFENSE CONTRACT MANAGEMENT AGENCY
PLAN OF ACTION FOR PEOPLE WITH DISABILITIES (PWD) PROGRAM**

FISCAL YEAR 2001 – 2002

INTRODUCTION : The PWD Employment Program within DCMA has been established and implemented as required under 29 United States Code 791(b) section 501(b) of the Rehabilitation Act of 1973, as amended, which requires affirmative action in Federal employment of people with disabilities, the Equal Employment Opportunity Commission (EEOC) Regulations, at Title 29 of the Code of Federal Regulations, Part 1614, and EEOC Management Directives 712 and 713, and in accordance with the Department of Defense's Directive 1440.1 and the DCMA PWD Policy.

=====

<u>ACTION ITEM</u>	<u>TARGET COMPLETION DATE</u>
<ul style="list-style-type: none">• Assess status of implementation of section 508 of the Rehabilitation Act, as amended (requires access for PWD to electronic and information technology).	Mar 01
<ul style="list-style-type: none">• Survey Agency-wide use of Teletypewriters.	Mar 01
<ul style="list-style-type: none">• Develop a DCMA Policy Statement on Reasonable Accommodation.	Apr 01
<ul style="list-style-type: none">• Develop mechanism to monitor representation of PWDs in the DCMA Keystone (Internship) Program.	Apr 01
<ul style="list-style-type: none">• Develop a resource network of PWD organizations.	Apr 01
<ul style="list-style-type: none">• Develop a reporting mechanism to determine the number of DCMA PWDs (permanent or temporary) who are using flexi-place as a means of accommodations.	Apr 01
<ul style="list-style-type: none">• Include PWDs information in the DCMA EEO Home Page.	Jun 01
<ul style="list-style-type: none">• Conduct an accessibility review of DCMA facilities agency-wide.	Jun 01
<ul style="list-style-type: none">• Conduct technical assistance visits for Program review of field DCMA field components.	Aug 01

DCMA PLAN OF ACTION FOR PWD PROGRAM – PAGE 2

- Develop mechanism to monitor progress made in the hiring of PWD as required by Executive Order 13163, dated July 26, 2000. Sep 01
- Develop mechanism to monitor the representation of PWDs in the distribution of awards DCMA-wide. Sep 01
- PWD Program Managers/Coordinators training workshop to be held at the annual Perspectives on Employment of People with Disabilities National Training Conference. Dec 01



DEFENSE CONTRACT MANAGEMENT AGENCY

6350 WALKER LANE, SUITE 300
ALEXANDRIA, VIRGINIA 22310-3241

IN REPLY
REFER TO DCMA-DSO

FEB 16 2001

MEMORANDUM FOR DCMA EXECUTIVE MANAGEMENT TEAM

SUBJECT: Policy Statement on the Employment and Advancement of People
with Disabilities

I am strongly committed to providing fair and equal opportunities in employment for all employees, including those with disabilities. Hiring and advancing qualified people with disabilities are keys to creating and maintaining a productive workforce.

We must act now to improve our ability to utilize this talented pool of individuals. Therefore, I want to increase our efforts to reach the Department of Defense goal of two percent representation for people with targeted (severe) disabilities.

Working together, I expect to produce the following results at DCMA:

- Two percent representation of employees with severe disabilities Agency-wide.
- Reasonable accommodations for people with disabilities whenever practicable.
- Facilities and organizations that are fully accessible to people with disabilities.

I expect each of you to embrace this commitment and continue to work together in our efforts to achieve full equality and genuine opportunities in the employment of people with disabilities.

THOMAS E. BRUNK
Deputy Director

INVEST IN EEO...INVEST IN THE FUTURE!



DEFENSE CONTRACT MANAGEMENT AGENCY

6350 WALKER LANE, SUITE 300
ALEXANDRIA, VIRGINIA 22310-3241

FEB 16 2001

IN REPLY
REFER TO DCMA-DSO


MEMORANDUM FOR DCMA EXECUTIVE TEAM, DIRECTOR OF HUMAN RESOURCES AND DCMA DISTRICT COMMANDERS

SUBJECT: Department of Defense (DoD) Computer/Electronic Accommodation
Program (CAP)

I want to express my strong support for CAP and encourage each DCMA Headquarters Office and District Commands to use the Program as a resource for providing accommodation for employees with temporary and/or permanent disabilities. CAP serves any DoD employee who has or develops a disabling condition. It ensures that DoD employees with disabilities receive equipment that best suits their needs at no charge to the employer.

CAP provides technology to allow DoD employees with disabilities to access computer and telecommunications systems. It provides assistive technology equipment for employees with visual, hearing, dexterity, and cognitive disabilities that fits each individual's specific situation, taking into account functional capabilities and computer compatibility. I expect each of you to fully utilize the CAP Program as we continue to lead the way in conveying the promise of full participation and genuine opportunities in the employment of people with disabilities.

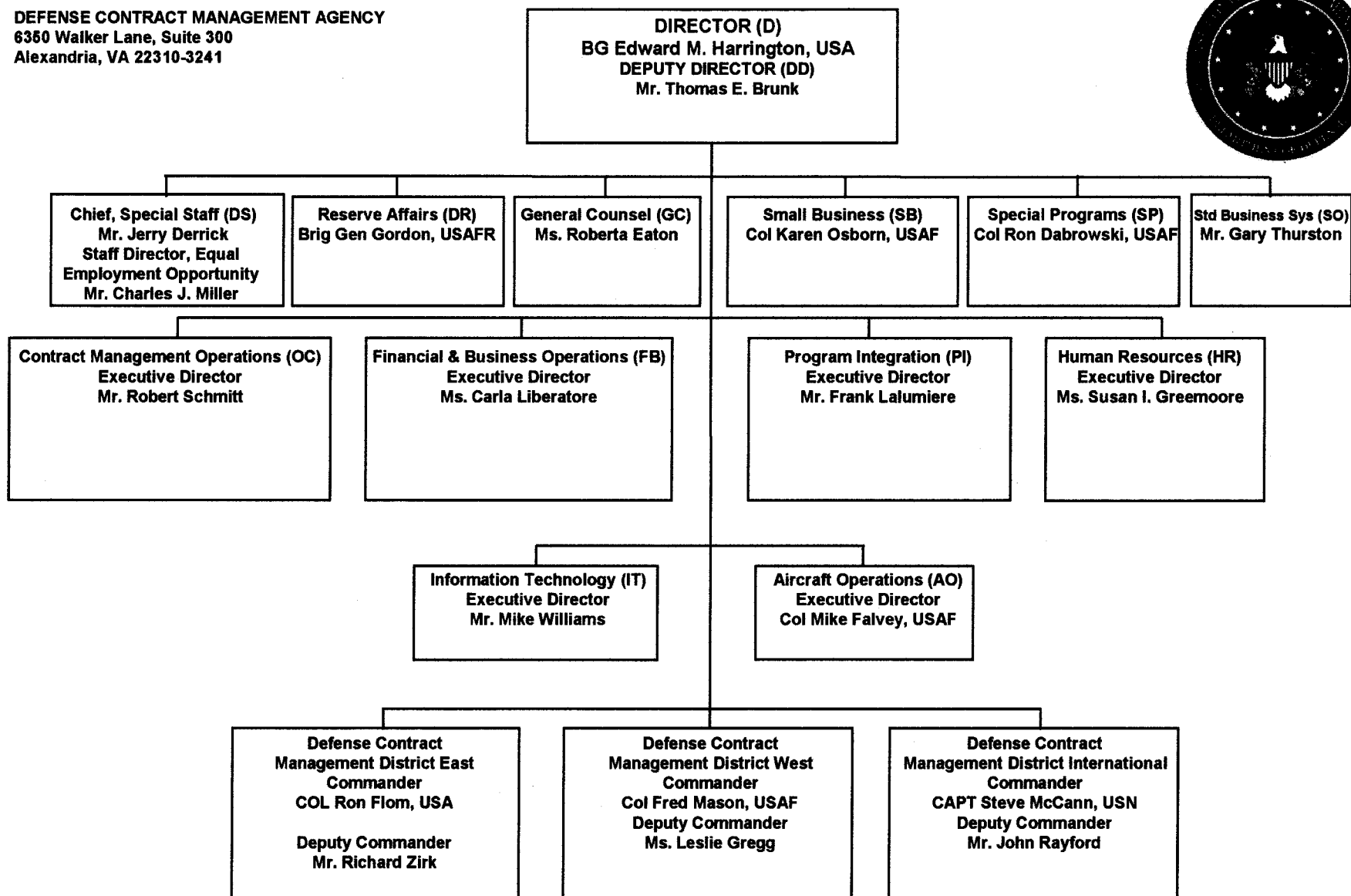
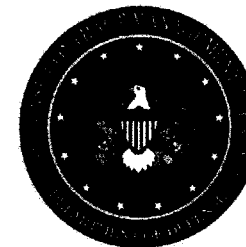
For additional information about CAP, contact Mr. Lennon Baccus, DCMA People with Disabilities Program Manager, voice: DSN: 328-1306, or Commercial: (703) 428-1306. Mr. Baccus' e-mail address is lbaccus@hq.dcma.mil.


EDWARD M. HARRINGTON
BG, USA
Director

cc:
Civilian Personnel Officers
People with Disabilities Program
Managers/Coordinators
Equal Employment Managers

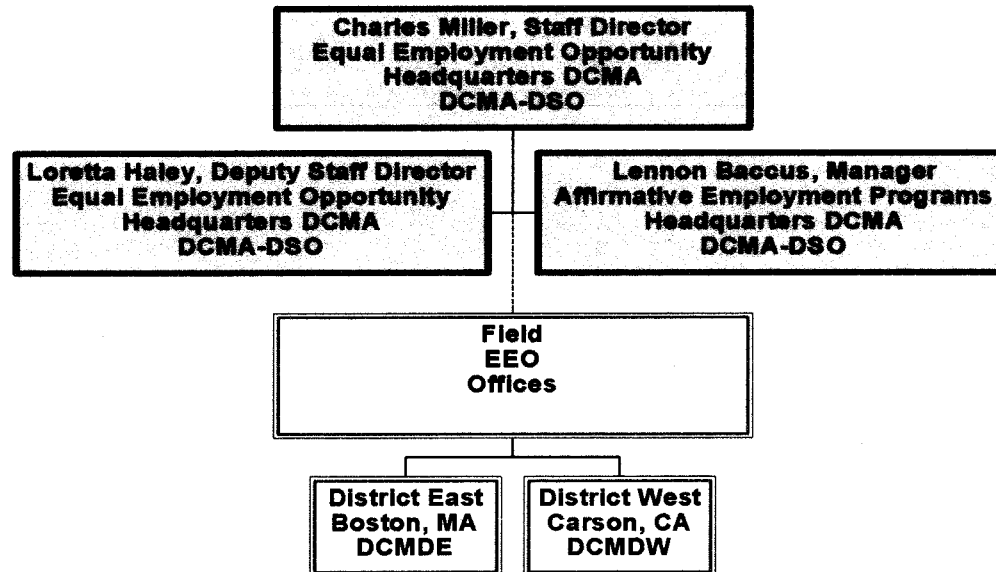
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DEFENSE CONTRACT MANAGEMENT AGENCY
6350 Walker Lane, Suite 300
Alexandria, VA 22310-3241



Equal Employment Opportunity Staff

2/1/01



DEFENSE CONTRACT MANAGEMENT AGENCY

PEOPLE WITH DISABILITIES PROGRAM

=====

CONTACT LISTING

=====

DCMA HEADQUARTERS

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People with Disabilities Program Manager
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DEFENSE CONTRACT MANAGEMENT DISTRICT WEST

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People with Disabilities Program Manager
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DSN: 929-6042

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E-Mail: vbaker@dcmdw.dcmamil

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AFFIRMATIVE EMPLOYMENT PROGRAM PLAN UPDATE AND REPORT OF
ACCOMPLISHMENTS FOR AGENCY WITH 1,001 OR MORE EMPLOYEES

AFFIRMATIVE EMPLOYMENT PROGRAM FOR
PEOPLE WITH DISABILITIES

Plan update for the period Oct. 1, 2000 through Sept. 30, 2001
Report for the period Oct. 1, 1999 through Sept. 30, 2000

Defense Contract Management Agency
AGENCY

6350 Walker Lane, Suite 300
Alexandria, VA 22310-3241
AGENCY ADDRESS

NUMBER OF EMPLOYEES COVERED BY THIS PLAN 12,128

Lennon Baccus
NAME OF PERSON PREPARING THIS FORM

(703) 428-1306
TELEPHONE NUMBER

Charles J. Miller February 1, 2001
SIGNATURE OF RESPONSIBLE OFFICIAL DATE

Charles J. Miller, Director of Equal Employment Opportunity
NAME AND TITLE OF RESPONSIBLE OFFICIAL

Edward M. Horning Jr. 16 FEB 01
SIGNATURE OF AGENCY HEAD DATE

Director, Defense Contract Management Agency
NAME AND TITLE OF AGENCY HEAD (CERTIFIES THAT THIS REPORT IS IN
COMPLIANCE WITH EEO-MD-713, "AFFIRMATIVE ACTION FOR HIRING,
PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH HANDICAPS")

EEOC FORM 440

PART 1: PROGRAM PLAN UPDATE
FOR THE PERIOD OCTOBER 1, 2000 , THROUGH SEPTEMBER 30, 2001

**NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PERSONS
WITH TARGETED DISABILITIES (TD)**

Agencies are to use this format to establish numerical objectives for the period October 1 through September 30. Anticipated changes in the work force are taken into account, as objectives are calculated on the basis of losses from the work force as well as accessions. The planned rate of accessions (if any are anticipated) must be adequate to achieve the desired work force profile as of September 30. Guidance is provided in Appendix B of this directive.

	ANTICIPATED CHANGES IN WORK FORCE FROM OCT. 1, 2000 , TO SEPT. 30, 2001	
	NUMBER + OR -	PERCENT CHANGE +/-
LOSSES (TOTAL WORK FORCE)	153	-1.2
LOSSES WITH HANDICAP REPORTED	10	-1.0
LOSSES TARGETED DISABILITIES (TD)	2	-1.1
ACCESSIONS (TOTAL WORK FORCE)	300	+2.4
ACCESSIONS WITH HANDICAP REPORTED	20	+2.1
ACCESSIONS TARGETED DISABILITIES (TD)	10	+5.6

	WORK FORCE ACTUAL DATA AS OF 9/30/2000		ANTICIPATED CHANGES IN WORK FORCE FROM 10/1/2000 TO 9/30/2001		ANTICIPATED DATA AS OF 9/30/2001	
	NUMBER	%	NUMBER + OR -	*% CHANGE + OR -	NUMBER	%
TOTAL WORK FORCE	12,128	100	147	1.2	12,275	100
HANDICAP REPORTED	943	7.7	30	3.1	973	8.0
TARGETED DISABILITIES	176	1.5	12	6.8	188	1.5

* CALCULATE THIS PERCENTAGE BY DIVIDING THE NUMBER + OR - BY THE CORRESPONDING NUMBER IN THE WORK FORCE AS OF THE BEGINNING OF THE REPORTING PERIOD.

NUMERICAL OBJECTIVES FOR THE PERIOD 10/1, 2000 TO 9/30, 2001	
A. TOTAL NUMBER OF ACCESSIONS OF PERSONS WITH TD	10
B. PERCENT ACCESSIONS OF PERSONS WITH TD	5.8
C. TOTAL NUMBER OF PERSONS WITH TD ON BOARD AS OF SEPTEMBER 30, 2000 :	176
D. PERCENT OF WORK FORCE WITH TD AS OF SEPTEMBER 30, 2000 :	1.5

PLAN FOR SPECIAL RECRUITMENT PROGRAM

Agencies are to establish and maintain special recruitment programs for individuals with handicaps with the specified severe disabilities. The purpose is to obtain applications from qualified individuals with handicaps. A revised and improved plan for a special recruitment program is required unless:

- A. the agency met its previous year's employment objectives

(If so, check here: [])

or

- B. the number of applications received from persons with targeted disabilities was at least two times the number of accessions that would have been necessary to achieve the objectives.

(If so, check here: [])

IF NEITHER OF THESE CONDITIONS HAS BEEN MET, list new recruiting strategies that will be instituted so that the agency can meet its current employment objectives.

<u>NEW RECRUITING STRATEGIES</u>	<u>TARGET DATES</u>
SEE ATTACHMENT	

NEW RECRUITING STRATEGIES	<u>TARGET DATES</u>
<u>Defense Contract Management Agency (DCMA) Headquarters</u>	
Publicize the DoD Workforce Recruitment Program for College Students with Disabilities to the DCMA Headquarters Complex management.	15 Feb 01
Monitor the DCMA Human Resources Operations Center (HROC) Referral and Selection Certificates to ensure people with disabilities are being referred.	Ongoing
Monitor job opportunity announcements to ensure recruitment initiatives for people with disabilities are utilized.	Ongoing
Develop a disability awareness training plan for all members of mid-level and senior managers. These officials' increased awareness will assist in changing attitudes of selecting officials at lower levels.	31 Jun 01
Conduct Affirmative Employment Program briefings to panelists of the DCMA Keystone Program during the interviewing processes.	28 Feb 01
Install Teletypewriters within selected DCMA Headquarters offices.	28 Feb 01
<u>Defense Contract Management District East (DCMDE)</u>	
The DCMDE People with Disabilities (PWD) Coordinator will make field visits to promote the recruitment and promotion of qualified candidates with disabilities.	Ongoing
The DCMDE Coordinator will coordinate with the District's Human Resources Office to optimize use of applicant referral files.	Ongoing
<u>Defense Contract Management District West (DCMDW)</u>	
Promote Agency participation in the Summer Hire Program for College Students with Disabilities and the Recruitment /Hiring of Adults with Disabilities.	Annually
Establish and publicize specific procedures for prompt and efficient processing of requests for reasonable accommodation.	FY 01
Increase level of awareness of Persons with Disabilities Program DCMDW-wide by publicizing information on the DCMDW Equal Employment Opportunity web page.	Quarterly
EEOC FORM 440 pg.3	

FACILITY ACCESSIBILITY

- A. LIST ANY UNMET OBJECTIVES FOR BARRIER REMOVAL THAT WERE ESTABLISHED IN PREVIOUS SUBMISSIONS BUT HAVE NOT BEEN ACCOMPLISHED. REMOVAL STRATEGIES ARE TO BE REVISED SO THAT THESE OBJECTIVES CAN BE ACCOMPLISHED PRIOR TO THE END OF THE FISCAL YEAR COVERED BY THIS PLAN.

OBJECTIVES	ORIGINAL TARGET DATES	REVISED TARGET DATES	REVISED REMOVAL STRATEGIES
	SEE ATTACHMENT		

- B. LIST ADDITIONAL OBJECTIVES FOR BARRIER REMOVAL DURING THE PERIOD COVERED BY THIS PLAN.

OBJECTIVES	TARGET DATES
SEE ATTACHMENT	

FACILITY ACCESSIBILITY

A. List any unmet objectives for barrier removal that were established in previous submissions but have not been accomplished. Removal strategies are to be revised so that these objectives can be accomplished prior to the end of the fiscal year covered by this plan.

<u>Objectives</u>	<u>Original Target Dates</u>	<u>Revised Target Dates</u>	<u>Revised Removal Strategies</u>
--------------------------	---	--	--

Defense Contract Management Agency Headquarters

See attachment

Defense Contract Management District East (DCMDE)

None

Defense Contract Management District West (DCMDW)

None

B. LIST ADDITIONAL OBJECTIVES FOR BARRIER REMOVAL DURING THE PERIOD COVERED BY THIS PLAN.

<u>Objectives</u>	<u>Target Dates</u>
--------------------------	----------------------------

Defense Contract Management Agency Headquarters

An accessibility review has been conducted on the newly constructed DCMA Headquarters Complex Building using the Uniform Federal Accessibility Standards (UFAS) and the Americans with Disabilities Act Accessibility Guidelines (ADAAG). The DCMA Headquarters is leasing office space located at 6350 Walker Lane in Alexandria, Virginia.

The following reflects barrier removal observations from the review.:

- Recommend installing automatic door operators to the front and back entrances of the building (optional).
- Recommend installation of automatic door openers to all DCMA entrance doors on floors 2, 3, and 5, respectively.
- Convert all restrooms to accessible restrooms.

- Recommend permanent signage on all DCMA areas that are handicap accessible.
- Install Teletypewriter (TTY) devices to allow deaf and hard of hearing individuals to gain access to DCMA Headquarters Complex Human Resources, Equal Opportunity, Public Affairs, Security/Safety, and General Counsel offices.

Defense Contract Management District East (DCMDE)

In the event that any offices change location, an assessment of the new location's architectural barriers will be taken for removal of any barriers in accordance with established guidelines. 30 Sep 01

Defense Contract Management District West (DCMDW)

None

EEOC FORM 440 pg.4

ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR PROCEDURES WHICH RESTRICT
HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH HANDICAPS

A. LIST BARRIERS WHICH WERE IDENTIFIED IN PREVIOUS SUBMISSIONS BUT FOR WHICH ALTERNATIVES
HAVE NOT YET BEEN INSTITUTED:

BARRIERS	ALTERNATIVES	PLANNED ACTIONS	CURRENT TARGET DATES	DATES INDICATED PREVIOUSLY
	SEE ATTACHMENT			

B. LIST BARRIERS NOT PREVIOUSLY IDENTIFIED FOR WHICH ALTERNATIVES SHOULD BE INSTITUTED:

BARRIERS	ALTERNATIVES	PLANNED ACTIONS	TARGET DATES
	SEE ATTACHMENT		

ENOUGH OF THE TARGET DATE INDICATED SHOULD BE PRIOR TO THE END OF THE FISCAL YEAR COVERED
BY THIS PLAN SO THAT SUBSTANTIAL PROGRESS TOWARD ELIMINATION OF BARRIERS WILL HAVE BEEN MADE
BY THAT TIME. ALL BARRIERS THAT ARE LISTED IN ITEM "A" ABOVE SHOULD BE REMOVED PRIOR
TO THE END OF THE FISCAL YEAR COVERED BY THIS PLAN.

ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES OR PROCEDURES WHICH RESTRICT HIRING, PLACEMENT AND ADVANCEMENT OF INDIVIDUALS WITH HANDICAPS

A. LIST BARRIERS WHICH WERE IDENTIFIED IN PREVIOUS SUBMISSIONS BUT FOR WHICH ALTERNATIVES HAVE NOT BEEN INSTITUTED.

<u>BARRIERS</u>	<u>ALTERNATIVES</u>	<u>PLANNED ACTIONS</u>	<u>CURRENT TARGET DATES</u>	<u>DATES INDICATED PREVIOUSLY</u>
-----------------	---------------------	------------------------	-----------------------------	-----------------------------------

Defense Contract Management Agency Headquarters

None

Defense Contract Management District East (DCMDE)

None

Defense Contract Management District West (DCMDW)

None

B. LIST BARRIERS NOT PREVIOUSLY IDENTIFIED FOR WHICH ALTERNATIVES SHOULD BE INSTITUTED.

<u>BARRIERS</u>	<u>ALTERNATIVES</u>	<u>PLANNED ACTIONS</u>	<u>TARGET DATES</u>
-----------------	---------------------	------------------------	---------------------

Defense Contract Management District West (DCMDW)

Disabled employees are not identified on referral and selection registers in the same manner as other targeted groups.	Revise EEO form letter to include data for disabled employees on the referral and selection register.	Request EEO revise form letter to include data on disabled employees.	3 rd Quarter 2001
No specific policy or procedure for employees to request accommodation for a disability.	Develop a policy and procedure for employees to request accommodations.	EEO Office will draft a policy and procedure letter for approval.	FY 01

Defense Contract Management District East (DCMDE)

As various offices throughout the District are relocated, DCMDE will continue to comply with the Architectural Barriers Act of 1968, and the Rehabilitation Act of 1973.

EEOC FORM 440 pg.5

PART 2: REPORT OF ACCOMPLISHMENTS

FOR THE PERIOD OCTOBER 1, 1999, THROUGH SEPTEMBER 30, 2000

AFFIRMATIVE ACTION PROGRAM FOR INDIVIDUALS WITH HANDICAPS

STAFFING COMMITMENTS

Provide data indicating staffing commitments as of September 30, 2000. Include selective placement coordinators, handicapped program managers, and other key staff assigned to the affirmative action program for individuals with handicaps. Do not include equal employment opportunity counselors and other personnel processing complaints of discrimination on the basis of handicap.

A. HEADQUARTERS PERSONNEL WITH NATIONWIDE RESPONSIBILITY:

1. AGENCYWIDE RESPONSIBILITY (DEPARTMENTWIDE, IF APPLICABLE)

NUMBER OF PERSONS	<u>1</u>	
TOTAL STAFF YEARS (FULL-TIME EQUIVALENTS ALLOCATED TO THE PROGRAM)	<u>3</u>	

2. RESPONSIBILITY FOR MAJOR OPERATING COMPONENTS (IF NONE, INDICATE NOT APPLICABLE)

NUMBER OF PERSONS	<u>2</u>	
TOTAL STAFF YEARS (FULL-TIME EQUIVALENTS ALLOCATED TO THE PROGRAM)	<u>2</u>	

B. ALL OTHER PERSONNEL (NOT ACCOUNTED FOR ABOVE) AT HEAD-QUARTERS, IN COMPONENT AGENCIES, OR IN FIELD INSTALLATIONS RESPONSIBLE FOR MANAGEMENT AND COORDINATION OF THE PROGRAM:

PERCENTAGE OF TIME ALLOCATED TO THE PROGRAM	INDICATE NUMBER IN EACH GROUP
1 - 5 %	
6 - 10 %	
11 - 25 %	
26 - 75 %	7
76 - 100 %	
TOTAL:	7

C. NUMBER OF AGENCY PERSONNEL OFFICES WITH APPOINTING AUTHORITY 3

SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT OF INDIVIDUALS WITH HANDICAPS *
TOTAL (PERMANENT) WORK FORCE

	TOTAL WORK FORCE	PERSONS WITH HANDICAPS	%	NO HANDICAP (04-05)	%	OTHER (01 AND NOT AVAILABLE)	%	PERSONS WITH TARGETED DISABILITIES	%
SEPTEMBER 30, 19 99	11,975	988	8.2	10,466	87.3	520	4.3	180	1.5
FY 19 ____ OBJECTIVE	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.		
SEPTEMBER 30, 2000	12,128	943	7.7	998	8.2	505	4.1	176	1.5

TOTAL NUMBER OF ACCESSIONS FROM
OCT. 1, 19 99 TO SEPT. 30, 2000

153

TOTAL NUMBER OF LOSSES FROM
OCT. 1, 19 99 TO SEPT. 30, 2000

SPECIAL RECRUITMENT PROGRAM -- ACCESSIONS AND LOSSES -- TARGETED DISABILITIES

	DEAF (16,17)	BLIND (23,25)	MISSING EXTREMITIES (28,32-38)	PARTIAL PARALYSIS (64-68)	COMPLETE PARALYSIS (71-78)	CONVULSIVE DISORDERS (82)	MENTALLY RETARDED (90)	MENTAL ILLNESS (91)	DISTORTION LIMB/SPINE (92)	TOTAL TARGETED DISABILITIES
ON-BOARD PERSONS TARGETED DISABILITIES AS OF SEPT. 30, 19 ____	21	12	9	41	15	36	3	37	6	180
APPLICATIONS FROM OCT. 1, 19 ____, TO SEPT. 30, 19 ____ **			NOT AVAILABLE							
LOSSES FROM VOLUNTARY & INVOLUNTARY SEPARATIONS OCT. 1, 19 ____, TO SEPT. 30, 19 ____			1					3		4
ON-BOARD PERSONS WITH TARGETED DISABILITIES AS OF SEPT. 30, 19 ____	21	13	8	41	15	36	3	34	6	176

EEOC FORM 440 (pg. 7) (10/87)

* NUMBERS IN PARENTHESES REFER TO CODES ON STANDARD FORM 256.
** FOR INFORMATION ON COLLECTION OF APPLICANT DATA SEE 46 FR 11285 (FEBRUARY 6, 1981).

SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT OF INDIVIDUALS WITH HANDICAPS *
TEMPORARY (TEMP) WORK FORCE

	TOTAL WORK FORCE TEMP	PERSONS WITH HANDICAPS TEMP	% TEMP	NO HANDICAP (04-05) TEMP	% TEMP	OTHER (01 AND NOT AVAILABLE) TEMP	% TEMP	PERSONS WITH TARGETED DISABILITIES TEMP	% TEMP
SEPTEMBER 30, 1999	103	9	8.7	88	85.4	6	5.8	0	0
SEPTEMBER 30, 2000	196	8	4.0	180	91.8	8	4.0	0	0

TOTAL NUMBER OF ACCESSIONS (TEMP) FROM
OCT. 1, 19__, TO SEPT. 30, 19__

93

INSTRUCTIONS:

THE DATA ON THIS PAGE ARE
FOR TEMPORARY TENURE, TEMPORARY
INTERMITTENT, AND TEMPORARY
NONAPPROPRIATED FUND EMPLOYEES.

TOTAL NUMBER OF LOSSES (TEMP) FROM
OCT. 1, 19__, TO SEPT. 30, 19__

0

ACCESSIONS AND LOSSES (TEMPORARY) -- TARGETED DISABILITIES

TEMPORARY EMPLOYEES ONLY	DEAF (16,17)	BLIND (23,25)	MISSING EXTREMITIES (28,32-38)	PARTIAL PARALYSIS (64-68)	COMPLETE PARALYSIS (71-78)	CONVULSIVE DISORDERS (82)	MENTALLY RETARDED (90)	MENTAL ILLNESS (91)	DISTORTION LIMB/SPINE (92)	TOTAL TARGETED DISABILITIES
ON-BOARD PERSONS TARGETED DISABILITIES AS OF SEPT. 30, 19__										
ACCESSIONS FROM OCT. 1, 19__, TO SEPT. 30, __ **										
LOSSES FROM VOLUNTARY & INVOLUNTARY SEPARATIONS OCT. 1, 19__, TO SEPT. 30, __					NONE					
CONVERSIONS TO PERMANENT EMPLOYMENT OCT. 1, 19__, TO SEPT. 30, __										
ON-BOARD PERSONS TARGETED DISABILITIES AS OF SEPT. 30, __										

Analysis of Work Force Handicap by Pay Plan and Grade

EEOC FORM 440

Organization: DCMA
Work Force: White Collar
Employee Status: Permanent

As Of: September 30, 2000
Run Date: 26 January 2001

		White Collar (GS/GM) Grades															SES	Other	Total
Handicap Category		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
Total Work Force	#	1	0	23	71	443	775	489	28	206	0	4,469	3,369	1,203	304	58	0	0	11,439
	%	0.0	0.0	0.2	0.6	3.8	6.7	4.2	0.2	1.8	0.0	39.0	29.4	10.5	2.6	0.5	0.0	0.0	100.0
Not Available	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Not Identified (1)	#	0	0	0	8	16	23	14	0	15	0	180	179	60	8	2	0	0	505
	%	0.0	0.0	0.0	1.5	3.1	4.5	2.7	0.0	2.9	0.0	35.6	35.4	11.8	1.5	0.4	0.0	0.0	4.4
No Handicap (4,5)	#	0	0	6	39	355	664	441	27	170	0	3,927	2,966	1,064	283	50	0	0	9,992
	%	0.0	0.0	0.0	0.3	3.5	6.6	4.4	0.2	1.7	0.0	39.3	29.6	10.6	2.8	0.5	0.0	0.0	87.3
Handicap (06, 13-94)	#	1	0	17	24	72	88	34	1	21	0	362	224	79	13	6	0	0	942
	%	0.1	0.0	1.8	2.5	7.6	9.3	3.6	0.1	2.2	0.0	38.4	23.7	8.3	1.3	0.6	0.0	0.0	8.2
Total Target Disabilities	#	1	0	10	13	24	28	7	0	7	0	48	31	6	1	0	0	0	176
	%	0.5	0.0	5.6	7.3	13.6	15.9	3.9	0.0	3.9	0.0	27.2	17.6	3.4	0.5	0.0	0.0	0.0	100.0
Deafness (16,17)	#	0	0	3	6	6	2	0	0	0	0	2	2	0	0	0	0	0	21
	%	0.0	0.0	14.2	28.5	28.5	9.5	0.0	0.0	0.0	0.0	9.5	9.5	0.0	0.0	0.0	0.0	0.0	11.9
Blindness (23,25)	#	0	0	0	0	2	2	0	0	0	0	4	4	0	0	0	0	0	12
	%	0.0	0.0	0.0	0.0	16.6	16.6	0.0	0.0	0.0	0.0	33.3	33.3	0.0	0.0	0.0	0.0	0.0	6.8
Missing Extremities (28, 32-38)	#	0	0	0	0	0	1	1	0	1	0	2	2	1	0	0	0	0	8
	%	0.0	0.0	0.0	0.0	0.0	12.5	12.5	0.0	12.5	0.0	25.0	25.0	12.5	0.0	0.0	0.0	0.0	4.5
Partial Paralysis (64-68)	#	1	0	4	0	5	8	2	0	2	0	12	5	2	0	0	0	0	41
	%	2.4	0.0	9.7	0.0	12.1	19.5	4.8	0.0	4.8	0.0	29.2	12.1	4.8	0.0	0.0	0.0	0.0	23.3
Complete Paralysis (71-78)	#	0	0	1	0	1	2	1	0	2	0	3	4	1	0	0	0	0	15
	%	0.0	0.0	6.6	0.0	6.6	13.3	6.6	0.0	13.3	0.0	20.0	26.6	6.6	0.0	0.0	0.0	0.0	8.5
Convulsive Disorder (82)	#	0	0	0	1	5	7	1	0	1	0	13	7	1	0	0	0	0	36
	%	0.0	0.0	0.0	2.7	13.8	19.4	2.7	0.0	2.7	0.0	36.1	19.4	2.7	0.0	0.0	0.0	0.0	20.4
Mental Retardation (90)	#	0	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	3
	%	0.0	0.0	33.3	66.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.7
Mental Illness (91)	#	0	0	1	4	5	4	2	0	1	0	10	5	1	1	0	0	0	34
	%	0.0	0.0	2.9	11.7	14.7	11.7	5.8	0.0	2.9	0.0	29.4	14.7	2.9	2.9	0.0	0.0	0.0	19.3
Distortion of Limbs/Spine (92)	#	0	0	0	0	0	2	0	0	0	0	2	2	0	0	0	0	0	6
	%	0.0	0.0	0.0	0.0	0.0	33.3	0.0	0.0	0.0	0.0	33.3	33.3	0.0	0.0	0.0	0.0	0.0	3.4

Percent of Employees with Targeted Disabilities: 1.54

Analysis of Work Force Handicap by Pay Plan and Grade

EEOC FORM 440

Organization: **DCMA**
Work Force: **White Collar**
Employee Status: **Temporary**

As Of: **September 30, 2000**
Run Date: **26 January 2001**

Handicap Category		White Collar (GS/GM) Grades															SES	Other	Total
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
Total Work Force	#	14	21	31	59	22	18	19	0	2	0	4	3	2	1	0	0	0	196
	%	7.1	10.7	15.8	30.1	11.2	9.1	9.6	0.0	1.0	0.0	2.0	1.5	1.0	0.5	0.0	0.0	0.0	100.0
Not Available	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Not Identified (1)	#	0	0	0	4	3	0	1	0	0	0	0	0	0	0	0	0	0	8
	%	0.0	0.0	0.0	49.9	37.5	0.0	12.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.0
No Handicap (4,5)	#	14	19	30	54	19	17	18	0	1	0	4	1	2	1	0	0	0	180
	%	7.7	10.5	16.6	30.0	10.5	9.4	10.0	0.0	0.5	0.0	2.2	0.5	1.1	0.5	0.0	0.0	0.0	91.8
Handicap (06, 13-94)	#	0	2	1	1	0	1	0	0	1	0	0	2	0	0	0	0	0	8
	%	0.0	25.0	12.5	12.5	0.0	12.5	0.0	0.0	12.5	0.0	0.0	25.0	0.0	0.0	0.0	0.0	0.0	4.0
Total Target Disabilities	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Deafness (16,17)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Blindness (23,25)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Missing Extremities (28, 32-38)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Partial Paralysis (64-68)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Complete Paralysis (71-78)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Convulsive Disorder (82)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mental Retardation (90)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mental Illness (91)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Distortion of Limbs/Spine (92)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Percent of Employees with Targeted Disabilities: **0.00**

Analysis of Work Force Handicap by Pay Plan and Grade

EEOC FORM 440

Organization: DCMA
Work Force: Blue Collar
Employee Status: Permanent

As Of: September 30, 2000
Run Date: 26 January 2001

		Blue Collar (W*/X*) Grades																	
Handicap Category		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16 - 19	Other	Total
Total Work Force	#	0	1	0	0	4	2	0	0	0	0	0	0	0	0	0	0	0	7
	%	0.0	14.2	0.0	0.0	57.1	28.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0
Not Available	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Not Identified (1)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
No Handicap (4,5)	#	0	0	0	0	4	2	0	0	0	0	0	0	0	0	0	0	0	6
	%	0.0	0.0	0.0	0.0	66.6	33.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	85.7
Handicap (06, 13-94)	#	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	%	0.0	99.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	14.3
Total Target Disabilities	#	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	%	0.0	99.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.1
Deafness (16,17)	#	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	%	0.0	99.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.1
Blindness (23,25)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1
Missing Extremities (28, 32-38)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1
Partial Paralysis (64-68)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1
Complete Paralysis (71-78)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1
Convulsive Disorder (82)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1
Mental Retardation (90)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1
Mental Illness (91)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1
Distortion of Limbs/Spine (92)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1

Percent of Employees with Targeted Disabilities:

14.28

Analysis of Work Force Handicap by Pay Plan and Grade

EEOC FORM 440

Organization: **DCMA**
 Work Force: **Blue Collar**
 Employee Status: **Temporary**

As Of: **September 30, 2000**
 Run Date: **26 January 2001**

Handicap Category		Blue Collar (W*/X*) Grades																	Total
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16 - 19	Other	
Total Work Force	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Not Available	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Not Identified (1)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
No Handicap (4,5)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Handicap (06, 13-94)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Target Disabilities	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Deafness (16,17)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Blindness (23,25)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Missing Extremities (28, 32-38)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Partial Paralysis (64-68)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Complete Paralysis (71-78)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Convulsive Disorder (82)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mental Retardation (90)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mental Illness (91)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Distortion of Limbs/Spine (92)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Percent of Employees with Targeted Disabilities: **0.00**

Analysis of Work Force Handicap by PATCOB

EEOC Form 440

Organization: **DCMA**
Employee Status: **Permanent**

As of: **September 30, 2000**
Run Date: **26 January 2001**

Handicap Category	Professional		Administrative		Technical		Clerical		Other		Supervisor		Blue Collar Leader		Non-Supervisor		Total	
	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%
Total Work Force	909	7.9	8,792	76.8	859	7.5	878	7.6	3	0.0	0	0.0	2	0.0	5	0.0	11,448	100.0
Not Available	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Not Identified (1)	57	0.5	388	3.3	21	0.1	38	0.3	1	0.0	0	0.0	0	0.0	0	0.0	505	4.4
No Handicap (4,5)	799	7.0	7,747	67.6	744	6.5	702	6.1	2	0.0	0	0.0	2	0.0	4	0.0	10,000	87.3
Handicap (06, 13-94)	53	0.5	657	5.7	94	0.8	138	1.2	0	0.0	0	0.0	0	0.0	1	0.0	943	8.2
Total Target Disabilities	12	6.8	80	45.2	27	15.2	57	32.2	0	0.0	0	0.0	0	0.0	1	0.5	177	100.0
Deafness (16,17)	1	0.6	3	1.6	3	1.6	14	7.9	0	0.0	0	0.0	0	0.0	1	0.5	22	12.4
Blindness (23, 25)	2	1.1	6	3.3	2	1.1	2	1.1	0	0.0	0	0.0	0	0.0	0	0.0	12	6.7
Missing Extremities (28, 32-38)	0	0.0	6	3.3	2	1.1	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	8	4.5
Partial Paralysis (64-68)	3	1.7	17	9.6	8	4.5	13	7.3	0	0.0	0	0.0	0	0.0	0	0.0	41	23.1
Complete Paralysis (71-78)	1	0.6	9	5.0	1	0.5	4	2.2	0	0.0	0	0.0	0	0.0	0	0.0	15	8.4
Convulsive Disorder (82)	3	1.7	19	10.7	6	3.3	8	4.5	0	0.0	0	0.0	0	0.0	0	0.0	36	20.3
Mental Retardation (90)	0	0.0	0	0.0	0	0.0	3	1.6	0	0.0	0	0.0	0	0.0	0	0.0	3	1.6
Mental Illness (91)	0	0.0	18	10.1	3	1.6	13	7.3	0	0.0	0	0.0	0	0.0	0	0.0	34	19.2
Distortion of Limbs/Spine (92)	2	1.1	2	1.1	2	1.1	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	6	3.3

Percent of Total Employees with Targeted Disabilities: 1.55

Analysis of Work Force Handicap by PATCOB

EEOC Form 440

Organization: DCMA

Employee Status: Temporary

As of: September 30, 2000

Run Date: 26 January 2001

Handicap Category	Professional		Administrative		Technical		Clerical		Other		Supervisor		Blue Collar		Non-Supervisor		Total	
	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%
Total Work Force	2	1.0	10	5.1	30	15.3	154	78.5	0	0.0	0	0.0	0	0.0	0	0.0	196	100.0
Not Available	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Not Identified (1)	0	0.0	0	0.0	3	1.5	5	2.5	0	0.0	0	0.0	0	0.0	0	0.0	8	4.0
No Handicap (4,5)	2	1.0	7	3.5	26	13.2	145	73.9	0	0.0	0	0.0	0	0.0	0	0.0	180	91.8
Handicap (06, 13-94)	0	0.0	3	1.5	1	0.5	4	2.0	0	0.0	0	0.0	0	0.0	0	0.0	8	4.0
Total Target Disabilities	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Deafness (16,17)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Blindness (23, 25)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Missing Extremities (28, 32-38)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Partial Paralysis (64-68)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Complete Paralysis (71-78)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Convulsive Disorder (82)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Mental Retardation (90)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Mental Illness (91)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Distortion of Limbs/Spine (92)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0

Percent of Total Employees with Targeted Disabilities: 0.00

REPORT ON FACILITY ACCESSIBILITY

DESCRIBE YOUR AGENCY'S BARRIER REMOVAL ACTIVITY DURING THE REPORTING YEAR.

A. SUMMARIZE YOUR AGENCY'S BARRIER REMOVAL ACTIVITY.

SEE ATTACHMENT

B. IS GSA PROVIDING ASSISTANCE WITH BARRIER REMOVAL?
☐ NOT APPLICABLE ☐ YES ☐ NO; DESCRIBE

SEE ATTACHMENT

C. DESCRIBE ANY DIFFICULTIES THAT HAVE BEEN ENCOUNTERED IN ATTEMPTING TO REMOVE BARRIERS THAT REMAIN IN AGENCY FACILITIES.

SEE ATTACHMENT

C. DESCRIBE ACTIONS BEING TAKEN TO OVERCOME DIFFICULTIES DESCRIBED IN ITEM "C" ABOVE.

SEE ATTACHMENT

REPORT ON FACILITY ACCESSIBILITY

DESCRIBE YOUR AGENCY'S BARRIER REMOVAL ACTIVITY DURING THE REPORTING YEAR.

A. SUMMARIZE YOUR AGENCY'S BARRIER REMOVAL ACTIVITY.

Defense Contract Management Agency Headquarters

See attached "Observation/Accessibility Report for People With Disabilities.

Defense Contract Management District East (DCMDE)

The District continues to monitor and coordinate with the General Services Administration (GSA) and other Federal agencies when applicable.

Defense Contract Management District West (DCMDW)

Installed automatic door openers in the F department at both sides of the first floor entrance and exits doors.

Installed audiovisual signaling devices in elevator.

Installed automatic door openers to Multi-purpose room on first floor.

B. IS GSA PROVIDING ASSISTANCE WITH BARRIER REMOVAL?

Defense Contract Management Agency Headquarters

☐ Not Applicable ☒ Yes ☐ No; Describe

Defense Contract Management District East (DCMDE)

☐ Not Applicable ☒ Yes ☐ No; Describe

As required in GSA facilities.

Defense Contract Management District West (DCMDW)

☒ Not Applicable ☐ Yes ☐ No; Describe

C. DESCRIBE ANY DIFFICULTIES THAT HAVE BEEN ENCOUNTERED IN ATTEMPTING TO REMOVE BARRIERS THAT REMAIN IN AGENCY FACILITIES.

Defense Contract Management Agency Headquarters

None

Defense Contract Management District East (DCMDE)

None

Defense Contract Management District West (DCMDW)

None

D. DESCRIBE ACTIONS BEING TAKEN TO OVERCOME DIFFICULTIES DESCRIBED IN ITEM "C" ABOVE.

Defense Contract Management Agency Headquarters

None

Defense Contract Management District East (DCMDE)

None

Defense Contract Management District West (DCMDW)

None

**DEFENSE CONTRACT MANAGEMENT AGENCY
HEADQUARTERS**

Observation/Accessibility Report For People with Disabilities

INTRODUCTION

a. This sets forth a review of the new DCMA Headquarters building currently under construction, for compliance with governing rules and regulations on accessibility for people with disabilities. This report is based on three visits to the new DCMA site; Friday, October 13, 2000, Friday, November 17, 2000 and Wednesday, November 22, 2000.

Please note, on Friday, October 13, only the 5th floor was observed. On this floor, construction appeared to be just underway with the entrance doorway and inner walls not yet completed. Additionally, only one of the men's restrooms was observed and under construction with accessible toilets completed. On Friday, November 17, 2000, only a review of the parking lot was observed. On Wednesday, November 22, 2000, on the 2nd floor was observed along with a full review of the interior and exterior of the building.

b. The Secretary of Defense's Memorandum for Secretaries of the Military Department, October 20, 1993 - The Memorandum directs the Military Department to not only meet the requirements of the Uniform Federal Accessibility Standard (UFAS) as required by 42 U.S.C 4151-4157, but also to meet the requirements of the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG) in providing access for people with disabilities in building and facilities designed, constructed, altered, leased, or funded by the Department of Defense when ever ADAAG provide equal or greater accessibility than the requirements of the UFAS.

ADAAG generally provides a greater degree of accessibility than UFAS, especially for individuals with speech, hearing, and vision impairments.

RULES AND REGULATIONS

a. **TITLE III of the Americans with Disabilities Act, Public Law 101-36:**

The law prohibits discrimination on the basis of disability by public and private entities in place of public accommodations.

Requires that all new places of public accommodation and commercial facilities be design and constructed so as to be readily accessible to usable by person with disabilities.

Attachment to Report on
Facility Accessibility

The Act was enacted into law with the President's signature at the White House ceremony on July 26, 1990, with effective date January 26, 1992.

b. **Architectural Barriers Act of 1968 As Amended (Public Law 90-480):**

This act insures that certain buildings financed with Federal funds are so designed and constructed as to be accessible to the physically handicapped. Section 202 of Public Law 94-541 specifically states, " every lease entered into on or after January 1, 1977, including any renewal of a lease entered into before such date which renewal is on or after such date."

c. **ADA Accessibility Standards:**

Uniform Federal Accessibility Standards (UFAS) {Appendix A to 41 CFR Part 101 - 19.6} and American with Disabilities Act Accessibility Guidelines (ADAAG) {Appendix A to 28 CFR part 36}

Design, construction, or alteration of facilities in conformance with the UFAS or ADAAG shall be deemed to comply with the ADA requirements for new facility construction and alterations. These standards are incorporated in the Final Department of Justice title III regulation.

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OBSERVATIONS/RECOMMENDATIONS:

BUILDING EXTERIOR

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ITEM 1: Accessible Route
(UFAS Section 4.1.1 and the ADAAG, Section 4.1.2)

Both the UFAS and the ADAAG require that all on site elements required to be accessible and exterior street sidewalk be connected by at least one accessible route.

Observation:

The entrance walkway to the building is accessible. Curbs cuts have been made at each sidewalk counter around the building.

Recommendation:

In compliance.

Impact:

The curb cuts provide access for people with disabilities to building.

ITEM 2: Accessible Parking Spaces:
(UFAS Section 4.1.1 and the ADAAG, Section 4.2)

Both the UFAS and the ADAAG require that accessible parking spaces be provided.

Observation:

The allotted number of parking spaces for DCMA totals 200. Of the 200, 36 spaces are paid parking spaces under the building. There are a total of 8 handicap parking spaces outside the building and 2 spaces under the building. The required number of accessible parking space per UFAS and ADAAG is 6 for every 151 to 200. As for the 36 spaces under the building, UFAS and ADAAG require 2 for every 26 to 50.

Recommendation:

In compliance.

Impact: Provides access for people with disabilities.

ITEM 3: Front and Back Building Entrances:

UFAS Section 4.6.5 and the ADAAG, Section 4.6.6

Passenger loading zones shall provide an accessible aisle at least 60 inches wide and 20 feet long adjacent and parallel to the vehicle pull-up space with curb ramp not exceeding 1:20 slope, and be located closest to the nearest accessible entrance on an accessible route.

Observation:

Currently there is a single access ramp at the center of the main (approximately 4' wide) and back (approximately 10' wide) entries.

Recommendation:

While adding an automatic door operator to the front and back entrances of the building is optional, recommend that they be installed.

Install automatic door openers to all DCMA entrance doors on floors 2,3,and 5.

Impact: Individuals with disabilities will have difficulty getting in and out of doorways.

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BUILDING INTERIOR

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ITEM 4: Public and/or Common Restrooms:

(UFAS Section 4.1.2 (10) and the ADAAG, Section 4.1.2 (6))

Public or common use toilet facilities shall be made accessible.

Observation:

There are 2 restrooms on the lower level (1st floor) that need to be converted from non-accessible restrooms to accessible restrooms by automatic door opener. On level 2, 3, & 5, also need auto door openers.

Recommendation:

Convert all restrooms to accessible restrooms.

Impact: Individuals with disabilities will have limited access to restrooms.

ITEM 5: Audio/Visual Alarms:

(UFAS section 4.28.3 and the ADAAG, Section 4.28.3)

At a minimum, visual signal appliances shall be provided in facilities in each of the following areas: restrooms and any other general usage areas (e.g., meeting rooms, hallways, lobbies, and any other area for common use.

Observation:

In compliance.

ITEM 6: Building Signage:

(UFAS Section 4.30 and the ADAAG, Section 4.30)

Signs that designate permanent rooms and spaces and provide direction to or information about functional space of the building shall comply with the ADAAG accessibility standard.

The current facility signage do not follows consistent standard and generally do not meet the UFAS or the ADAAG signage standard.

Observation:

This item has not yet been completed.

Recommendation:

Comply with the ADAAG accessibility standard.

Impact: Individuals with disabilities may not be able or have difficulty determine the information conveyed on the signs, which will impact his/her abilities to perform work effectively and safely.

OTHER RECOMMENDATIONS:

a. Teletypewriter (TTY) devices allow deaf and hard of hearing individuals to gain access/communicate with offices by typing messages over the telephone. Recommend installing TTYs in the following offices:

Personnel
Equal Opportunity
Public Affairs
Security/Safety
General Counsel

b. Recommend contacting all DCMA HQ employees with disabilities to obtain accommodation needs.

=====

LENNON BACCUS

People with Disabilities Program Manager
Defense Contract Management Agency
(703) 767-1113
lbaccus@hq.dcm.mil

November 28, 2000

LIST BARRIERS WHICH WERE IDENTIFIED IN PREVIOUS YEARS FOR WHICH ACTIONS WERE TAKEN DURING THE REPORTING YEAR.

BARRIERS	ALTERNATIVES	ACTIONS TAKEN	COMPLETION DATES
	SEE ATTACHMENT		

ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR PROCEDURES THAT RESTRICT HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH HANDICAPS.

List of barriers which were identified in previous years for which actions were taken during the reporting year.

<u>BARRIERS</u>	<u>ALTERNATIVES</u>	<u>ACTIONS TAKEN</u>	<u>COMPLETION DATES</u>
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Defense Contract Management Agency Headquarters

None

Defense Contract Management District East (DCMDE)

None

Defense Contract Management District West (DCMDW)

None

PROMOTIONS AND CAREER DEVELOPMENT PROGRAMS

OCTOBER 1, 19 99, TO SEPTEMBER 30, 2000

CATEGORY *	ON-BOARD AS OF 9/30/2000	PROMOTIONS		CAREER DEVELOPMENT (GRADES 5-12)		SENIOR LEVEL CAREER DEVELOPMENT PROGRAMS (GRADES 13-15)		SES DEVELOPMENT PROGRAMS	
		NUMBER	PERCENT	SLOTS FILLED	PERCENT	SLOTS FILLED	PERCENT	SLOTS FILLED	PERCENT
TOTAL WORK FORCE	12,128	895	7.3						
NOT IDENTIFIED (01)	505	36	7.1						
NOT AVAILABLE OR UNSPECIFIED				NOT AVAILABLE					
NO HANDICAP (04-05)	998	785	78.6						
HANDICAP REPORTED (06, 13-94)	943	71	7.5						
TOTAL TARGETED DISABILITIES	176	3	1.7						

COMPUTATIONS:

PERCENT PROMOTIONS = $\frac{\text{NUMBER ON-BOARD IN CATEGORY}}{\text{ON-BOARD IN CATEGORY}}$

PERCENT DEVELOPMENT PROGRAMS = $\frac{\text{SLOTS IN CATEGORY}}{\text{ON-BOARD IN CATEGORY}}$

COMPUTATIONS ARE TO BE BASED ON ACTIONS DURING THE REPORTING PERIOD. FOR PROMOTIONS, USE STANDARD FORM 50, NATURE OF ACTION CODES 702 AND 542. FOR CAREER DEVELOPMENT (GRADES 5 - 12), COUNT SLOTS FILLED UNDER FORMAL UPWARD MOBILITY PROGRAMS, APPRENTICESHIP PROGRAMS, AND OTHER TRAINING AND DEVELOPMENT PROGRAMS, AS WELL AS APPOINTMENTS THAT MOVE PEOPLE NONCOMPETITIVELY THROUGH A SERIES OF PROMOTIONS WITH SOME TYPE OF TRAINING IN THE PROCESS. INCLUDE BOTH BLUE COLLAR AND WHITE COLLAR POSITIONS. FOR SENIOR LEVEL CAREER DEVELOPMENT (GRADES 13 THROUGH 15) PROGRAMS, COMPUTATIONS ARE TO BE BASED ON THE NUMBER OF INDIVIDUALS ENROLLED IN FORMAL EXECUTIVE AND MANAGEMENT DEVELOPMENT PROGRAMS DURING THE REPORTING PERIOD.

INITIATIVES AND NOTEWORTHY ACCOMPLISHMENTS

The following activities emphasize the Defense Contract Management Agency's (DCMA) commitment and continued efforts to enhance the Agency's employment of People with Disabilities (PWD):

Defense Contract Management District East (DCMDE)

The DCMDE Disability Program Coordinator participated as a workshop panel member at the 18th Annual Perspectives on Employment of Persons with Disabilities Conference, December 8-10, 1999 in Washington D.C. The workshop subject was Project Employ, an initiative to hire people with cognitive disabilities in white-collar jobs. Project Employ is sponsored by the President's Committee on Employment of the People with Disabilities. The workshop received very positive feedback. Previously, DCMDE helped to produce a video on this project.

The Disability Program Coordinator was a guest speaker at the New York Federal Executive Board. He spoke at their Disability Awareness Program in May 2000.

The DCMDE EEO Office hired a former Workforce Recruitment Program student in April 2000. The individual had worked as an intern during the summer of 1999. Upon completion of her studies, she contacted this office and notified us of her availability. Her excellent performance during her summer employment made her an outstanding candidate. DCMDE were able to hire her as a management assistant under the Schedule A authority. She is now a valued member of the EEO Office staff. In conjunction with her joining the staff permanently, the EEO staff participated in Deaf Awareness training on May 9, 2000. The training covered Deaf culture, communication, and an introduction to finger spelling and American Sign Language. DEAF, INC., a non-profit organization that provides employment-related services for the deaf, provided the training.

DCMDE received special recognition from Community Work Services (CWS) at their Recognition Day Awards Ceremony held April 6, 2000 at the John Hancock Building in Boston, Massachusetts. DCMDE was presented a Certificate of Appreciation for "Outstanding efforts in providing volunteer opportunities and training for persons with disabilities." CWS is a non-profit vocational rehabilitation organization that has been providing vocational evaluation, training, and placement of people with disabilities since 1877. CWS clients staff the DCMDE mailroom. One position there has been earmarked as a training slot for individuals transitioning to working independently. CWS regards DCMDE as a business partner in allowing training opportunities for people with disabilities.

DCMDE is currently working with the President's Committee on Employment of People with Disabilities in producing another video. This one will be targeted at providers who

assist persons with disabilities to find jobs. The target date for completion of this video is April 2001.

DCMDE was honored by Boston Public Schools, at the third annual STRIVE Appreciation Awards Breakfast, held at Wentworth Institute on June 14, 2000. STRIVE is a School-to-Career Program for high school students with disabilities. Colonel Ronald Flom, USA, Commander, DCMDE, received a Program Partnership Award for exemplary support to Boston Public School students with disabilities. Ms. Molly Reece and Mr. Bruce Krasker were featured as guest speakers. Mr. Krasker, District Counsel, spoke of his experience as an employer of a person with a cognitive disability. Ms. Reece shared with the group her work experience and the importance of her job to her. Underscoring the success of her employment, Mr. Krasker presented her 10-year federal service award during his address. In addition, Mr. Melvin Ritter and Ms. Kim Appleton of the DCMDE EEO Office received individual awards for their outstanding commitment and service to Boston Public School students with disabilities.

DCMDE EEO Office sponsored a workshop entitled, "The ABCs of LD and ADD/ADHD." The workshop was specifically designed for supervisors and managers. It addressed Learning Disabilities (LD) and Attention Deficit Disorder (ADD) in the workplace. The workshop was co-sponsored by the Massachusetts Rehabilitation Commission. Ms. Cecilia Gandolfo and Ms. Colleen O'Mara of the Institute for Community Inclusion, a University Affiliated Program, based at Children's Hospital in Boston, Massachusetts, presented the interactive program. Forty-two people attended the workshop. Twenty-three from DCMDE and DCMA Boston, the others from various organizations: Boston Public Schools, Massachusetts Rehabilitation Commission, Greater Boston Federal Executive Board, Puget Sound Naval Shipyard Detachment Boston, U.S. Department of Agriculture Food and Nutrition Service, and the U.S. Post Office - Boston.

DCMDE participated in the Greater Boston Federal Executive Board's (GBFEB) Diversity Day program on June 20, 2000 at the JFK Library. The District Disability Program Coordinator is an active member of the GBFEB Diversity Day committee. He was instrumental securing Ms. Dinah F.B. Cohen, Director of the DoD Computer/Electronic Accommodation Program, as one of three keynote speakers. Over 300 federal employees attended the program.

DCMDE continues to support the Workforce Recruitment Program (WRP) to hire college students with disabilities. This year DCMDE placed five students at various locations in the district. The feedback from managers who had WRP interns was very positive.

DCMDE continues to partner with Boston Public Schools' STRIVE Program. STRIVE is a school to career program for students with disabilities. This year, three STRIVE students were hired for the summer. All of the students did a great job and were featured in the District's newsmagazine, the East Side Edition.

The DCMDE EEO Office sent out an information package to each of the District field activity commanders encouraging them to participate in the High School/High Tech Program (HS/HT) sponsored by the President's Committee on Employment of People with Disabilities. The purpose of this initiative is to encourage high school students with disabilities to pursue careers in math, science, and technology. Field offices in Birmingham, New York, and Atlanta, Georgia, responded affirmatively. In addition, DCMDE is sponsoring a program locally in cooperation with the Special Education Department of Boston Public Schools.

DCMDE continues to lead the way in partnering with private and public section organization to enhance job opportunities for people with disabilities. DCMDE worked jointly with the Commonwealth of Massachusetts, Executive Office of Human Services, City of Boston, and private disability agencies to organize a Job Fair to be held on October 20 and 21, 2000. The job fair was part of on-going events during the year to celebrate 10 years of Americans with Disabilities Act achievements. DCMDE will have a recruiting booth at the Job Fair.

The District Disabilities Program Coordinator continues to make customer support visits throughout the district. This year he visited offices in New York and Long Island, New York; Norfolk, Virginia; Dayton and Lima, Ohio, and Atlanta, Georgia (3 offices). Each visit includes briefings for supervisors and employees on disability issues, including reasonable accommodations, the Computer/Electronic Accommodation Program, disability retirement reviews, disability awareness, HS/HT, and Executive Order 13163 signed by President Clinton on July 26, 2000 on increasing the employment opportunities for the disabled in the federal government.

DCMDE sponsored a Project Able intern. The operations group sponsored a deaf college student for three weeks. The District provided work experience related to the student's course of study. Project Able funded the student and we provided work experience and mentoring.

DCMDE employee Robert Dyson was recognized as this year's Outstanding DCMA Employee with a Disability. He was among 18 other individuals honored at a Department of Defense award ceremony at the Pentagon on October 11, 2000. .

Defense Contract Management District West (DCMDW)

DCMDW continues to acquire assistive computer monitors and specialized computer and electronic equipment upon request through the Department of Defense (DoD) Computer/Electronic Accommodation Program (CAP).

The District Human Resources and Equal Employment Offices are dedicated to educating selecting officials, managers/supervisors, and employees about the advantages of hiring, promoting, and career advancement opportunities available in the community and within the organization.

DCMDW provided career development for on-the-job and off-site training for one deaf employee in the Information Technology department.

The District provided accommodations for three disabled employees using Flexiplace and Alternative Worksite programs.

DCMDW conducted awareness seminars in conjunction with observances of People with Disabilities and Diversity Day in October 2000.

DCMDW provided interpreter services were provided at all All-Hands and Town Hall meetings and one-on-one meetings with individual supervisors and department staff meetings at DCMDW and field activities.

Four Special Emphasis People with Disabilities Program Managers from DCMDW field activities attended regional held training seminars for the first time.

One disabled employee from DCMDW has been designated to serve as a recruiter for the Government sponsored Workforce Recruitment Program for College Students with Disabilities.

EEOC FORM 440 pg.14